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ABSTRACT

A list of correspondence courses in librarianship was compiled during 1975-76 from various catalogs received by the ALA, Library Education Division. Information for each home study course listed includes: (1) a brief description of the course; (2) the name and address of the university or association offering the course; (3) credits available; and (4) tuition and other costs. (AP)

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CORRESPONDENCE AND HOME-STUDY COURSES IN LIBRARIANSHIP

American Library Association

IR004945

Correspondence and Home-Study Courses In Librarianship

The following list of courses is based on information compiled during 1975-1976 from catalogs received by the American Library Association, Library Education Division office.

Degree seeking students should clear all correspondence courses with the dean or adviser in the school from which they expect to graduate because each school sets regulations governing acceptance of independent study for credit. Please note that graduate library schools accredited by the American Library Assocaition do not accept courses taken by correspondence for credit toward a degree. The American Library Association, Library Education Division has not investigated the listed courses as to quality. Please send notices of additional courses not included in this list to ALA/LED, 50 E. Huron, Chicago, Illinois 60611.

Please write directly to the universities or associations for their catalogs and more specific information and application procedures. Note that some schools give credit in semester hours while others use quarter hours. In some cases, Continuing Education Units are given instead of regular academic credit. This is a nationally recognized standard; one CEU is defined as "ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction".

In addition to credit costs, there are sometimes also additional costs involving textbooks or other fees, such as postage.

In the following list each school or association is assigned a number; for more complete course information within the broad subject areas listed immediately below, consult the listing under the particular number.

Cataloging and/or Classification: 2, 5, 7, 8, 9
Children's Materials: 2, 6, 8, 9, 10
Children's Services: 7
Introduction to Libraries: 2, 8, 9
Institution Libraries: 2
Instructional Television: 7
Library Use: 7, 8
Management: 1
Materials Selection: 2, 7, 9
Media: 4, 7
Public Library Service: 2
Reference Work: 2, 7
School Library Administration: 3, 9
Young People--Materials: 6, 9

IR 004 945

1. American Society for Information Science
   1155 16th Street NW, Suite 210
   Washington, D. C. 20036
   (202) 659-4899

In cooperation with the Graduate Department of Library Science, Catholic University of America, Washington, D.C., ASIS is developing a "Home-Based Career Development Program on Management and Technology in Libraries and Information Centers". The following course is completed; others are anticipated in the future.

Motivation: A Vital Force in the Organization.

Study guide and six modules consisting of learning objectives, text, questions, exercises, case studies, self-tests, annotated bibliographies and readings which explore motivation as it affects employees in the various information professions. 4 Continuing Education Units; $120 for ASIS members; $130 for non-members.

2. Correspondence Study Division
   Loyola University
   820 N. Michigan Avenue
   Chicago, Ill. 60611
   (312) 670-3018

Courses are designed primarily for community librarians, teacher-librarians and institutional librarians. Division does not offer certificates in Library Science. Undergraduate level courses. Some states have used these courses as in-service training for small communities without access to campus courses.

All courses confer three semester hours of undergraduate credit at $65.00 per course.

Children's Literature. (in Education Department)

Explores history of children's literature; provides criteria for evaluation of contemporary children's reading. Designed primarily for teachers and parents interested in better guidance of children's reading.

Introduction to Library Methods.

A general course on the "tools" of the library; the origin and development of the book; ordering, accessioning, classifying, cataloging, filing, shelving; the circulation of books from the library to the reader.

Classification of Books.

The organization of library collections; the principles of dictionary cataloging; A.L.A. catalog rules; subject headings; introduction to the chief systems of classification with special emphasis on the Dewey Decimal System. Practice work in preparation of cards.

Book Selection. The principles of book selection; a conspectus of the field including criteria for the selection of books and other materials and the planned development of library collections; practice in the use of standard book selection tools; the evaluation of library collections.

Reference Work. The librarian's tools; character and use of the more common reference books; dictionaries, encyclopedias, biographical collections and various indices; the use of government publications, chiefly those of the United States; practice in the use of reference works.

Public Library Service. Study of the aims and purposes of public libraries, the planning, development and administration of service, standards of service and the evaluation of facilities and programs. Emphasis is placed on these topics as they relate to library service in small communities.

Institution Libraries. This course is designed for non-professionals in charge of or responsible for library services in an institution, and for other persons organizing and providing library services to the staff and residents of institutions (prisons, mental hospitals, juvenile detention homes, nursing homes, homes for the aged, etc.)

3. Correspondence Study
Oklahoma State University
Stillwater, Oklahoma 74074

School Library Administration.

Prerequisite: junior standing or consent of the instructor. Introduction to practical problems in multi-media school library management; state, regional, and national standards; understanding of routines, methods, and records necessary for the daily operation and supervision of the effective instructional materials center; direction and training of student assistants; consideration of library policy in school and community relationships. The student is required to have access to School Library Journal.

3 credits. $49.50; textbook deposit $40.85 ($15.50 refunded when returned); 24 assignments.

4. Extension Services
Continuing Education
San Jose State University
San Jose, California 95192
(408) 277-2182

Media Management: Information Resources for Schools and Libraries.

Learn to locate, provide, interpret, use and help others use appropriate media-related information sources in print and nonprint forms, through community, state, national and international organizations; learn the Educational Resources Information Clearinghouse system and its uses, develop skills to conduct appropriate information access training.

2 semester hours credit; $72 plus $13 materials fee.

5. Extension Independent Study
45 Wesbrook Hall
University of Minnesota
Minneapolis, Minnesota 55455

Undergraduate level courses. Most states will accept credits for teacher certification. Because of difficulties in shipping texts that must be loaned with these courses no registrations can be accepted from students overseas.

Descriptive Cataloging.

The forms and principles involved in making dictionary card catalog. Based on Akers Simple Library Cataloging. Directions for the use of printed cards by the Wilson Company and the Library of Congress

3 quarter hour credits. $45, 16 lessons

Elementary Classification and Subject Heading.

Based on the abridged edition of the Dewey Decimal Classification and Sears' List of Subject Headings for Small Libraries. Aims to give an understanding of methods of classification and the principles of assigning subject headings to books in a library. Attention is given to modifications and adaptations useful in school or small public libraries includes use of Cutter-Sanborn author numbers and preparation of a shelf list.

3 quarter hour credits. $45; texts: $30-32. 16 lessons.

6. Center for Extended Learning
Division of Continuing Education
University of Tennessee
Knoxville, Tennessee 37916
(615) 974-5135 or 5136

Books and Related Materials for Children.

Readings based on materials suitable for elementary school children to use for leisure time or classroom activities; criteria for selecting books, magazines, recordings, films and related materials; story-telling and other devices for encouraging reading.

3 quarter hours credit. $48.

Books and Related Materials for Young People.

Basically the same approach as above course, but adapted to the junior and senior high school level.

7. Correspondence Study
Division of Continuing Education
1152 Annex
University of Utah
Salt Lake City, Utah 84112
(801) 581-6485

Designed to help school librarians or those in charge of small public libraries. Intermediate courses based on preliminary training or experience. Undergraduate level.

The Use of Books and Libraries.

Designed to help beginning college students and others find their way in catalogs, encyclopedias, yearbooks, directories, book reviews, and the like.

2 quarter credits. $28.00; text $2.70. 10 lessons and a final examination

Library Work with Children.

Intended for teachers and librarians who are interested in children and their reading. Books of poetry and fairy tales, biography, science, and social studies are included in the study. Considers reading guidance, reading interests, storytelling. Materials needed for the course will be included in the textbook and syllabus. Students will be expected to read children's books and stories available in their communities.

5 quarter hours credit. $70; texts $17.45. 25 lessons and a final examination.

Reference Work.

A study of the reference books found in most libraries. Provides assistance to the student, teacher, or librarian to improve his skills in locating materials through typical problems. Uses general encyclopedias, dictionaries, handbooks, biographies, atlases, and indexes. Introduces some of the outstanding books in fields of science, history, literature, and education. It will be necessary for the student to have access to a school or public library. Some references may be loaned by the University of Utah Libraries.

5 quarter hours credit. $70; text $1.90. 25 lessons and a final examination.

Evaluation and Selection of Educational Media.

Combines various elements of the evaluation-selection process in a meaningful sequence. Considers analysis of content, technical treatment, establishes criteria for selection, stresses purposes for use. Develops skills in annotation writing, determining suitability for grade-placing. Compares group evaluation, individual appraisals, and review writing. Includes sources of materials, tools for selection, principles of evaluation, classification and cataloging of nonprint materials. Considers motion pictures suited to classroom use, instructional television, filmstrips, slides, transparencies, graphic materials. Selection for a collection versus selection for one's own use.

3 quarter hours credit. $42. 15 lessons and a final examination.

Introduction to Instructional Media.

Designed primarily for the classroom teacher to develop basic understanding and skills in the use of audiovisual materials and instructional techniques. Units include instructional motion pictures; 2" x 2" and 3 1/4" x 4" slides; filmstrips; maps, charts, and graphs; school trips; bulletin boards; flat pictures; radio; recordings; television; programmed instructional materials; transparencies for overhead projection; multimedia; and the relationship of color to learning.

3 or 5 quarter hours credit. $42 3 hour course; $70 5 hour course. Texts: $16.95. 15 or 25 lessons and a final examination

Selection of Library Materials.

Designed for teachers, librarians, and others interested in principles and standards of choosing books for school, public and personal libraries. Covers selecting books in fields of biography, fiction, history, social sciences, science, poetry, and general works. Largely geared to the adult level but may be adapted to the secondary or elementary levels.

5 quarter hours credit. $70. 25 lessons and a final examination.

Introduction to Cataloging and Classification.

An introductory course in the cataloging and classification of books for small public or school libraries; pamphlets and other commonly held nonbook materials are also covered.

5 quarter hours credit. $70; texts: $12.50. 25 lessons and a final examination.

Cataloging and Classification of Special Materials.

Designed to solve the problems being faced by more and more librarians in organization and cataloging of nonprint materials, this course presents practical methods for cataloging and classifying filmstrips, slides, filmloops, audio records, cassette tapes, transparencies, and other types of nonprint media. Any librarian or media specialist who has acquired or expects to acquire nonprint materials as part of the collection will find this course particularly valuable. This course meets certification requirements in the state of Utah.

4 quarter hours credit. $56; texts: $9.50. 20 lessons and a final examination.

Organizing the School Media Program.

Designed as an introduction and survey of the philosophy, problems, and practices involved in developing and operating a modern school media center. Considers basic principles underlying the organization and administration of the different types of centers. Reviews the historical development of school libraries and media centers, standards and evaluative criteria, physical facilities, personnel and staffing, building collections, and organization and utilization of collections as they relate to the curriculum and program of the school. Required for the Utah basic professional instructional media endorsement.

3 quarter hours credit. $42; texts: $14.45. 15 lessons and a final examination.

Teaching the Use of Books and Libraries.

The course is designed for librarians and teachers who are interested in problems, methods, and techniques involved in teaching fundamental library skills. Covers teaching the use of such fundamental tools as the card catalog, Reader's Guide, dictionaries, encyclopedias, and special handbooks, as well as such problems as taking notes, compiling bibliographies, using standard tests, training student assistants, and developing teachers' skills in using the library.

3 quarter hours credit. $42. 15 lessons and a final examination.

Utilizing Instructional Television.

Surveys past, present, and future instructional television instruction trends. Emphasis is placed on those components necessary to design, implement, and administer an instructional television systems for an individual school, an entire school district, or campus. Also analyzes criteria needed to evaluate television practices and facilities in terms of function and cost effectiveness. Emphasis is also placed on the rationale for instructional television, the potential of television in instruction and the equipment and personnel required to set up a television system.

3 quarter hours credit. $42.00. 15 lessons and a final examination.

8. Independent Study
University of Wisconsin Extension
227 Extension Building
432 N Lake Street
Madison, Wisconsin 53706

Courses are offered for in-service taining but not offered as a substitute for professional library education.

Organization of Library Materials I.

A practical introduction to, and survey of, methods of organizing the materials of the library for most effective use. This course is offered primarily for librarians and assistants in small public or school libraries who have no previous training in the organization of materials or who wish to refresh their skills in this area. Offers guided practice in classifying books according to the Dewey Decimal System, in preparing cards for a functional catalog, and using other practical aids.

3 Continuing Education Units. $65. Texts: $22.50. 30 assignments.

Organization of Library Materials II.

Continues the work of above course. Covers such practical procedures as the use of content notes and analytical entries; the cataloging of works issued by organizations, corporations, and governments; and the cataloging and classification of audiovisual materials. There is also more advanced work on general subject cataloging and classification. Prerequisite: Completion of Organization of Library Materials I with a grade of A or B. No exception can be made to this requirement.

3 Continuing Education Units. $65. 30 assignments.

How to Use the Library Media Center

A course is offered for high school students such as student assistants, library media club members and others interested in learning more about their high school library media center and how to use it effectively.

1/2 Carnegie Unit granted at discretion of high school. $22.25. 12 assignments.

Children's Literature

The course will help acquaint students with the wide range of good books for children and to provide wide reading experiences in children's literature. Evaluation and use of current materials. Prerequiste: Consent of instructor. Offered in Curriculum and Instruction Department.

3 credit hours (or 14.4 Continuing Education Units). $55.75 plus $18.60 texts. 15 assignments, no exams.

9. University Extension
Correspondence Study Department
University of Wyoming
Laramie, Wyoming 82071
(307) 766-6322

Most persons taking courses in library science are those who want to be certified as school librarians, for updating their certification or for in-service training.

Libraries and Librarianship

This is a study of the historical development of the library and its role as a social institution. Types of libraries and services, standards, current trends, professional training, and status and responsibility of the librarian will be covered. This is a general overview course required of those who enter graduate library school. It will be beneficial to all who plan to do library work or who are working on a minor in

library science.

3 semster hours credit. $48.

Literature for Children

A survey course, the purpose of which is to prepare prospective elementary teachers and library/media generalists to provide knowledgeable service in the use of print and non-print materials in the area of literature for children. This course includes study of evaluative criteria, wide reading, viewing and listening as well as discussion of literature for children in various formats. Access to cassette tape recorder and slide projector is necessary. A refundable deposit for tapes and slides is required.

3 semster hours credit. $48.

Library/Media Materials for the Teenager

This course is designed for prospective library/media specialists and for those junior and senior high school teachers who wish to strengthen their backgrounds in the utilization of a wide, balanced collection of books, periodicals, films, records, tapes and other similar resources in working with teenagers. The course involves reading books and consideration of non-book media that speak to the modern teenager. Students enrolling in this course should have access to a good public library and/or a high school library.

3 semster hours credit. $48.

Selection of Instructional Materials

A study of the basic principles and practices used in the selection of printed materials for libraries today. Emphasis is given to selecting material for school and public libraries. A study of book selection aids and current reviewing material is made. Criteria is studied which will help develop good judgment in the evaluation of materials in the light of the problems of various library services in the modern community.

2 semster hours credit. $32.

Administration of the School Library/Media Center

This course deals with finance, housing, personnel, collection, records and services of the school library. Instruction in the use of the library and publicity or educational interpretation concerning the library are also discussed.

3 semster hours credit. $48.

Cataloging and Classification

Attention is given to basic procedures in classifying, cataloging and filing library/media material. Emphasis is placed on problems found in a small library. The course should provide many helpful suggestions for building and maintaining a creditable library/media service. It is essential that the student in this course have access to a good library.

3 semster hours credit. $48.

10. Independent Study Division
Center for Continuing Education
Western Washington State College
Bellingham, Washington 98225
(206) 676-3320

Books for Elementary Schools

Examination, reading, and discussion of books most generally useful in work with boys and girls; emphasizing standards for selection of books, book lists, reviews of current books, modern trends in book production, and relation of books to the curriculum and reading interests of children.

3 quarter hour credits. $45. 13 assignments.